

**MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING  
Thursday, April 7, 2011**

**Mansfield Downtown Partnership, Inc.  
1244 Storrs Road**

**4:00 PM**

**Minutes**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Bruce Clouette, David Lindsay, Philip Lodewick, Frank McNabb, Betsy Paterson, Christopher Paulhus, Alex Roe, Steve Rogers, Bill Simpson, and David Woods

Staff: Cynthia van Zelm

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:05 pm.

**2. Opportunity for Public to Comment**

There was no public comment.

**3. Approval of Minutes**

Bill Simpson made a motion to approve the March 3, 2011 Board meeting minutes. Steve Bacon seconded the motion. The motion was approved unanimously.

**4. Director's Report**

Cynthia van Zelm noted that the monthly Open House is today at 6 pm in the Partnership office.

She asked Committee chairs to have their Committee reports for the Annual Report in by April 25.

Ms. van Zelm noted a couple of upcoming meetings – a meeting with the Willowbrook, Oak Hill, and Dog Lane neighbors on April 21 at 7 pm to update them on Storrs Center and the work to be going on at the Bishop Center lots; a general public update to the community on April 26 at 7 pm at the Bishop Center; and the Town budget meeting on May 10 at 7 pm at the Mansfield Middle School.

Ms. van Zelm said that the Town released bids last week for the demolition of the former UConn Publications building. Bids close on April 25.

Alex Roe said that the UConn Buildings and Grounds Committee had approved two more easements related to ingress and egress to the Bishop Center. She said that the UConn Board of Trustees will consider the takedown schedule for UConn property by Storrs Center Alliance at its next meeting.

Tom Callahan thanked Ms. Roe and UConn Real Estate Officer Bob Sitkowski for taking on much of the active planning on the UConn end for Storrs Center.

## **5. Freedom of Information Act Policy**

Bruce Clouette made the following motion. The motion was seconded by David Woods:

The Mansfield Downtown Partnership, Inc., functioning as a public agency in its capacity as the Town of Mansfield's designated development agency for the Storrs Center project hereby adopts in their entirety the Policies and Procedures outlined in the Town's September 23, 2009 Policy Memorandum, Freedom of Information Act Request Form and Summary of Charges (see attached) as revised to reflect: (a) that records should be principally retained at and requests directed to the Partnership's office at 1244 Storrs Road, PO Box 513, Mansfield, Connecticut 06268; (b) the renaming of the Request and Charges forms; and (c) charging for copies of all required material whether kept in the office or taken from the office.

The Board discussed the motion and suggested changes by Board members were accepted as a friendly amendment.

The motion as amended now reads:

The Mansfield Downtown Partnership, Inc., when functioning as a public agency in its capacity as the Town of Mansfield's designated development agency for the Storrs Center project shall follow in its entirety the Policies and Procedures outlined in the Town's September 23, 2009 Policy Memorandum, Freedom of Information Act Request Form and Summary of Charges (see attached) as revised to reflect: (a) that records should be principally retained at and requests directed to the Partnership's office at 1244 Storrs Road, PO Box 513, Mansfield, Connecticut 06268 or any subsequent Partnership office, as such address may change from time to time; (b) the renaming of the Request and Charges forms; and (c) charging for copies of all required material whether kept in the office or taken from the office.

The motion, with the changes, was approved unanimously.

## **6. Four Corners Sewer and Water Study Advisory Committee Update**

Ms. van Zelm said the sewer pump station design consultant has started work and will be working near Jensen's for the next two to three months.

Ms. van Zelm said the water consultants have been authorized by the Town to do a site plan for three potential wellfields – two along the Willimantic River (Riverpark and Eagleville Preserve) and the third behind Southeast School. The results are

expected in May and will be discussed with the Four Corners Sewer and Water Study Advisory Committee. Borings will be done on one to two of the sites.

## **7. Committee Reports**

Dean Woods referred to the Partnership's spring newsletter which had been placed at all Board members' places, and commended Kathleen Paterson, Special Projects Coordinator, for all her work on the newsletter.

Dean Woods said the Committee is focusing on publicity and visibility for the groundbreaking.

The next Committee meeting is May 11.

Dean Woods passed out a tentative schedule for the School of Fine Arts 50<sup>th</sup> anniversary events which will run from Sept. 22 (Thursday) through September 24 (Saturday). He said the School is working to coordinate events with the *Festival on the Green* Committee.

### Business Development and Retention

Steve Rogers said the Committee had not met since the last Board meeting.

### Festival on the Green

Betsy Paterson reported that the 8<sup>th</sup> Annual Festival on the Green will be held this year in front of EO Smith High School so not to conflict with any Storrs Center construction.

Ms. Paterson said that Slavic Soul Party will be the musical headliner this year.

She said that incoming University of Connecticut President Susan Herbst has been invited to the *Festival*.

### Finance and Administration

Mr. Callahan said the Committee has been reviewing the Partnership's office space for some time and is recommending to the full Board that the Partnership move its office to the Town Hall. Mr. Callahan said the ultimate goal continues to be to move the Partnership office to the new development but this move makes sense economically and as there is currently space available.

Mr. Callahan said the Committee will meet in April to consider personnel salaries and bring a recommendation on the budget back to the Board in May.

Mr. Callahan said, based on feedback received, the Committee is recommending Lynn Stoddard as its AJ Pappanikou Volunteer of the Year. Mr. Callahan made a motion to that effect and it was seconded by Mr. Clouette. The motion was approved unanimously.

### Membership Development

Frank McNabb said there are currently 319 members who have paid \$15,607 in dues. He said that Board member David Lindsay is looking into whether the UConn Honors Council and the UConn Undergraduate Student Government would become members.

He noted that there is now a link to the Partnership website on the UConn Alumni Association website.

### Nominating

Mr. Lodewick said that Dean Woods' term on the Board will be ending in June. The Committee asked Ted Yungclas, Assistant Dean at the School of Fine Arts and Mansfield resident, to be placed into nomination for a vote at the Board's Annual Meeting in June.

Mr. Lodewick said that with Dean Woods term ending, his at-large position on the Executive Committee will become vacant. The Committee is recommending that Harry Birkenruth fill that position.

Mr. Lodewick said the Committee has discussed the logistics of a groundbreaking and the Annual Meeting.

### Planning and Design

Mr. Bacon said the Committee has met twice on the preliminary design for the parking garage and intermodal center. Some of the issues that the Committee identified at its last meeting were looking at the potential colors for the buildings and possible stronger pedestrian access behind the garage.

Mr. Bacon said the plans will come to the Committee on April 19 as part of the submitted zoning permit application.

The Committee will make a recommendation on whether the application is consistent with the Storrs Center design guidelines, to the full Board.

## **8. Adjourn**

David Lindsay made a motion to adjourn the meeting. Mr. Bacon seconded the motion. The motion was approved unanimously and the meeting adjourned at 5:30 pm.

*Minutes taken by Cynthia van Zelm.*